

# ALASKA STATE MUSEUMS

# GRANT-IN-AID

## MINI-GRANT APPLICATION FORM

(grant amount up to \$2,000)

**FISCAL YEAR 2014**

Applications must be postmarked no later than June 3, 2013.

Contingent upon funding by the Legislature, the Alaska State Museums will award grants to Alaska museums and museum-related agencies for projects scheduled to take place between July 1, 2013 and June 30, 2014.

\*Museums may apply for a regular grant in amounts between \$2,001 and \$10,000, a mini-grant of up to \$2,000, or the internship program grant. You can apply for only one of these programs per year. Each grant has a separate application form. This is the mini-grant application.



ALASKA STATE MUSEUMS  
395 WHITTIER STREET, JUNEAU, AK 99801  
PHONE (907) 465-4806 FAX (907) 465-2976  
scott.carrlee@alaska.gov

This application form is available online at:  
[www.museums.state.ak.us](http://www.museums.state.ak.us)

**ALASKA STATE MUSEUMS**  
**GRANT-IN-AID**  
**Mini-Grant Application**  
**FISCAL YEAR 2014**

**DEADLINE:** Applications must be **postmarked no later than June 3, 2014**. Applications postmarked after this date will NOT be considered. You may want to request a return receipt when you mail the application to confirm that your application was received. You can also email your completed application as an attachment. The email must be sent to [scott.carrlee@alaska.gov](mailto:scott.carrlee@alaska.gov) before 4:30 pm AKST on June 3, 2014. You will receive an email confirming receipt of the application.

**IMPORTANT:** Mini-grant applicants **must** call or e-mail Scott Carrlee at the Alaska State Museum 1-888-913-6873 or [scott.carrlee@alaska.gov](mailto:scott.carrlee@alaska.gov) to discuss their proposal before submitting an application.

**GRANT AWARDS / USE OF FUNDS**

Official notification of the grant award will be provided by letter after July 1. The grant award letter may set stipulations on the content and/or cost of the project, based on the application and panel review.

Grant-In-Aid (GIA) funds may be used to purchase materials, equipment, and to fund contractual services or or specific project-related personnel costs or other items necessary to support and improve museum services and operations.

Grant-In-Aid funds will NOT be provided for projects designed to restore historic sites and structures, for collection acquisitions, for costs incurred prior to the date of the grant award letter, to replace or offset employee payroll that would normally be paid otherwise, for continuing education, for re-granting purposes or for indirect costs such as administrative overhead.

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**ACCOUNTING CALENDAR**

Projects should be complete by **June 30, 2014**. Final accounting is due on or before **Sept. 30, 2014**. Accounting forms will be mailed in mid-May 2014. Receipts for all expenditures should be kept and copies submitted with your accounting.

- June 1, 2014 – Written request for an extension must be submitted for approval if project cannot be completed by June 30.
- June 30, 2014 – Deadline for completion of projects.
- Sept. 30, 2014 – Deadline for submission of final accounting. Also, any extended projects must be completed by this date.
- Oct. 31, 2014 – Deadline for submission of final accounting for extended projects.

An organization that has not submitted its final grant accounting report for a previous year's GIA is ineligible to apply for a new grant.

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**FUNDING AMOUNT**

Grant funding is contingent upon approval by the legislature. It is important that project budgets be realistic. Do not apply for more money than you will reasonably need. In order to match evaluated applications with available funds, the grant administrator can negotiate with individual applicants for reduced program goals and grant awards.

Scoring and awarding of mini-grant applications will be determined after scoring and awarding the internship grant but before regular grants. The remaining amount of GIA funding will be awarded to regular grant recipients.

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**Professional Assessment**

The State Museum encourages Alaska museums to participate in museum assessments and evaluations as they are valuable self-help tools for planning and prioritizing. There are several options available. The Museum Assessment Program (MAP) is administered by the American Association of Museums and the Conservation Assessment Program (CAP) is administered by Heritage Preservation. The Curator of Museum Services can also perform a Standards in Excellence Program (StEPs) assessment. For additional information, contact Scott Carrlee at the Alaska State Museum at 1-888-913-6873 or [scott.carrlee@alaska.gov](mailto:scott.carrlee@alaska.gov).

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**ELIGIBILITY**

Alaska museums or museum-related organizations such as historical societies, historic sites, museum support groups, cultural centers, and science centers may apply. A museum or related organization may submit only one GIA application. It is the organization's responsibility to determine who will submit the grant application on its behalf. An applicant may submit an application for one grant only each year for one of the following: a regular grant, a mini-grant, or an internship grant.

To qualify, an applicant must:

1. be a legally organized, permanent, non-profit organization, that is essentially educational in purpose; and
  2. own, care for, utilize and interpret tangible objects and exhibit them to the public; and
  3. be open to the public on a regularly scheduled basis for no less than 90 days during the fiscal year for which a grant is requested; and
  4. \* employ at least one person, or the full-time equivalent, either paid or unpaid, whose time is primarily devoted to the care and public exhibition of objects owned or used by the museum; and
  5. maintain separate and distinct itemized budget records (if part of a parent organization); and
  6. have satisfactorily filed all previous years' Grant-in-Aid accounting reports, if applicable; and
  7. not be a state or federal governmental entity, or be acting on behalf of a state or federal governmental entity;
- OR –
8. be a legally organized, permanent, non-profit organization, the purpose of which is to augment and enhance statewide museum services, practices and education.

\* Full-time during the calendar period the museum is open to the public.  
Part-time positions may be combined to equal one full-time position.

APPLICATIONS MAY BE TYPED, WORD PROCESSED, OR HANDWRITTEN. IF HANDWRITTEN, USE BLACK INK.  
APPLICATIONS MUST BE LEGIBLE. ILLEGIBLE PORTIONS WILL BE CONSIDERED INCOMPLETE.  
EMAIL APPLICATIONS ARE ACCEPTED  
NO FAXED APPLICATIONS PLEASE

**A. GRANT-IN-AID APPLICATION      FY 2014**

All information must be completed.

Organization Name: \_\_\_\_\_

Physical Address of Organization: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Director or Chief Administrator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Site URL: \_\_\_\_\_

Indicate which months of the year you are open: \_\_\_\_\_ Annual visitation: \_\_\_\_\_

Daily Open Hours: Summer \_\_\_\_\_ Winter: \_\_\_\_\_

Number of employees: Paid full-time \_\_\_\_\_ Paid part-time: \_\_\_\_\_ Volunteer staff \_\_\_\_\_

Admission Charge: \_\_\_\_\_

**B. CONTROL OF INSTITUTION**

**Please indicate the appropriate answer:**

Who governs your museum? \_\_\_\_\_ Other: \_\_\_\_\_

Who owns your collection? \_\_\_\_\_ Other: \_\_\_\_\_

Who owns your building? \_\_\_\_\_ Other: \_\_\_\_\_

Who pays staff salaries \_\_\_\_\_ Other: \_\_\_\_\_

**C. IRS Tax ID Number:** \_\_\_\_\_ (Necessary in order to award grant.)

Attach a statement of tax status and/or copy of IRS Letter of Determination if a copy is not on file at the Alaska State Museum.

**D. Amount requested from ASM \$** \_\_\_\_\_ (amount cannot exceed \$2,000)

**E. FINANCIAL STATEMENT**

Total income \$ \_\_\_\_\_

Total expenses \$ \_\_\_\_\_

**Net income (loss)** \$ \_\_\_\_\_

1. What is your institution's largest source of income? \_\_\_\_\_

2. What is your institution's largest area of expenditures? \_\_\_\_\_

You can attach a budget printout, or add any other pertinent information to clarify financial data.

**F. PROPOSAL DATA:**

Mini-grant applicants must call or e-mail Scott Carrlee at the Alaska State Museum (1-888-913-6873 or [scott.carrlee@alaska.gov](mailto:scott.carrlee@alaska.gov)) to discuss their proposal before submitting an application.

☐ Check here to confirm that this proposal has been discussed with Scott Carrlee.

1. One line proposal description: \_\_\_\_\_

2. Person responsible for managing proposal: \_\_\_\_\_

3. What do you want to do with this grant? List items to be purchased including equipment models and prices, and list any other expenses to be paid with the grant. Indicate the total amount requested.

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4. Explain why you need this grant. Why is it a priority for your museum?

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5. Are you using any other sources of funds or in-kind resources for this project? If so, please explain. ("In-kind resources" means staff time, office supplies or materials used to complete this project that will not be paid for by the grant.)

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**G. CERTIFICATION**

This certification must be signed by a principal of the organization with legal authority to obligate, and with knowledge of the matters contained herein.

The undersigned certifies: (1) all information herein is accurate or represents a reasonable estimate of future operations, based on data available at the time of the application; and (2) that there are no false statements or misrepresentations in the information herein or as a supplement.

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date